

TOWN OF RYE
RECORD OF PROCEEDINGS
August 10, 2022

Call to Order/Roll Call

Mayor Marty Rahl called the Monthly Board Meeting to order at 6:00 p.m. at the Town Hall at 2067 Main Street in Rye, Colorado. Those in attendance were as follows: Marty Rahl, Mayor; Sheila Henderson, Mayor Protem; Patrick Ryan, Trustee; Kathy Dufty, Trustee; Markus Buck, Trustee; Sandra Steele, Trustee; Jocelyn Mower, Clerk; Diana Martinez, Resident of Rye. Those absent were: N/A. The Pledge of Allegiance was recited.

Audience Participation

N/A

Consent Agenda Items

- Kathy Dufty asked Jocelyn Mower to amend the July 13, 2022, Monthly Board Meeting minutes to reflect that Patrick Ryan and herself asked Mr. Nigel Smedley if a 1-3-year timeline would be suitable to have a sewer tap installed by.
- Markus Buck motioned to approve the July 28, 2022, Special Board Meeting Minutes. Sheila Henderson seconded the motion. Sheila Henderson voted yea, Patrick Ryan voted yea, Sandra Steele abstained, Kathy Dufty voted yea, Markus Buck voted yea.
- The Water Treatment Plant Executive Report, provided by Richard Hopp, was presented to the Board with the information that was available. Mayor Rahl presented information from Gib Rokich, Water Treatment Plant Operator, to the Board. Mayor Rahl stated that Mr. Rokich has been working with a Water Treatment Plant Operator from the City of Pueblo and gaining mentorship and training. This individual is willing to assist the Town as an independent contractor if the Town would like. Mayor Rahl stated that she has asked the individual for a copy of his resume, certifications, references, and a quote on what he will charge. Markus Buck asked that we request that he also provides proof of insurance to the Board. Marty Rahl stated that the drivers have been shipped and delivered and will need to be installed. Mr. Rokich reported that the compressors have been turning off at the Water Treatment Plant and that he has been manually turning them on and maintaining them. Kathy Dufty asked the Board if any of the Board members have experienced issues with their water pressure to which all replied no. Kathy Dufty also asked about the water stream that has been visible on Park Rd. near the Water Treatment Plant. Jocelyn Mower explained that it is a natural spring that exists on the property North of the Water Treatment Plant and that it does run across the Water Treatment Plant property and into the street but that it is not a leak from a main line or the Water Treatment Plant.
- The Water and Sewer Monthly Meter Usage (Billing Register) was reviewed. The Board instructed Jocelyn Mower to ask Gib Rokich to contact account #5 about a possible leak on their

property. The Board also instructed Jocelyn Mower to instruct Gib Rokich to change the automated timer on the sprinkler system at the Rye Triangle to every other morning.

- The Town of Rye Summary of Accounts, RVS Systems Totals Report and CCMD Sewer Flow Chart were reviewed. The Board acknowledged that the water loss report is inaccurate and needs to be researched by Richard Hopp and Greg Colter. Jocelyn Mower stated that the master meters may not be providing accurate information and may need to be replaced. Marty Rahl stated that she will be scheduling an in-person meeting between Richard Hopp and the Board to review current and upcoming projects that are needed for the Town. Marty Rahl also stated that she reviewed the contract between the Town of Rye and CCMD and that the sewer meter is to be calibrated once a year. Patrick Ryan made a motion to formally request to CCMD, in writing, that the sewer meter be calibrated by a third party and with the presence of a Town of Rye Board of Trustee member. Sheila Henderson seconded the motion. The motion passed unanimously. Markus Buck amended the motion to include that the third party who will calibrate the meter be fully licensed and insured. Kathy Dufty seconded the motion. The motion passed unanimously.
- The Summary Aged Receivables were discussed. Past due accounts were called by Jocelyn Mower and reminded of their late due accounts. Sheila Henderson motioned to have Jocelyn Mower issue a water disconnection letter to account #65 due to nonpayment for over 61+ days. Markus Buck seconded the motion. The motion passed unanimously.
- Sheila Henderson stated that she will pay the Town of Rye for one full tank of propane that was left over in her reused propane tank from the Town Square Fair. Jocelyn Mower will provide the receipt for the total cost of one full tank of propane to Sheila Henderson. Sheila Henderson motioned to transfer \$1200 into the HUFT account to cover checks for the month of July 2022 and to split the \$1200 between the general, water, and sewer accounts. Markus Buck seconded the motion. The motion passed unanimously. Sheila Henderson made a motion for the Accounts Payable/Transfer of Funds from appropriate accounts be paid and that the appropriate funds be transferred to the associated accounts. Markus Buck seconded. The motion passed unanimously. The Board discussed the funds in the CTF account and how they can be utilized. The Board instructed Jocelyn Mower to provide a printout of qualifying expenses that can be used with CTF funds. Kathy Dufty asked if the signs that were approved for purchase at that July 13, 2022, Regular Board Meeting had been received yet and Jocelyn Mower stated no. Kathy Dufty suggested that when the signs come in that they are all installed with concrete to ensure stability and the Board agreed.
- The Board reviewed the Profit & Loss and Balance Sheets. Jocelyn Mower provided information that was requested at the July 13, 2022, Monthly Board Meeting regarding a negative number in the profit & loss sheet. Jocelyn Mower stated that she was advised by Evie Petrikkou (the Town's CPA) that due to covid relief funds that were used in 2022 but received in 2021, it will show a negative until the end of the year when a correction and reconciliation can be done through the 2022 Exemption Audit. The Board also instructed Jocelyn Mower to move the expenses from the purchase of the PALL computer to be listed under equipment/depreciation items.
- The Master Calendar was reviewed. Jocelyn Mower has updated the calendar to reflect the date and name of persons completing monthly items. Calendar items are up to date. Sheila

Henderson instructed Jocelyn Mower to correct the July 2022 bank reconciliation initials to reflect both hers and Jocelyn Mower's.

Unfinished Business

Jocelyn Mower stated that the Ordinance for short-term rentals is in process.

The Board discussed account #69. Sheila Henderson requested the Board to visit the property as a group to assess Ordinance 2021-3 violations together. Jocelyn Mower stated that she had spoken with Deputy Gifford regarding account #69's living conditions and the Town's options in approaching the issues with the account. Deputy Gifford expressed that the best solution at this time would be to request a welfare check on the resident with the Board's agreement. Kathy Dufty suggested that the Town follow through with a welfare check and the Board agreed. The Board advised Jocelyn Mower to start researching policies, ordinances, and resolutions regarding residents sleeping/camping in vehicles for a prolonged period that will be included in the short-term rental Ordinance. The Board instructed Jocelyn Mower to have the attorney review everything to ensure there is zero discrimination before presenting it to the Board.

Jocelyn Mower stated that the Ordinance for Pretreatment Program & Grease Control Program is in process.

The Board instructed Jocelyn Mower to remove "Dog Waste" from the agenda.

Jocelyn Mower stated that she is still waiting one more paving quote but that she is aware that it is in process of being sent to the Board. The Board instructed Jocelyn Mower to not gather concrete quotes for the walkway between Town Hall and the Post Office due to concrete inflation prices.

Sheila Henderson suggested purchasing "Thank You" cards that will be sent to all of the donors/sponsors and volunteers of the Town Square Fair and the Board agreed. Marty Rahl suggested to the Board that the Town donates the remaining hot dogs, buns, chips, ketchup packets, mustard packets and relish packets to the Rye High School Concessions so that the resources can be sold at Rye home game sporting events to help the local teams raise money for their expenses through the year. The school has freezer space to take the donations. Sheila Henderson motioned to donate all of the remaining hot dogs, buns, chips, ketchup packets, mustard packets and relish packets to the Rye High School Concessions. Markus Buck seconded the motion. The motion passed unanimously. The Board discussed the success of the Town Square Fair and the improvements that would need to be made if the event is repeated in coming years. Kathy Dufty suggested having more large canopies to provide shaded areas to the patrons, as well as, having a Town Hall booth at each side of Main Street so that the Board can have a larger presence to provide information. Markus Buck suggested a need for handy-cap parking that would need to be implemented at future events. Sandra Steele asked the Board if it is in the Town's best interest to have another event in the future due to the cost of expenses and the time that it took Jocelyn Mower to organize the event. Jocelyn Mower stated that all costs and expenses for the event were covered by donations but agreed that the time it took to organize the event was extremely extensive. Jocelyn Mower stated that if the Town is going to have events in the future that the Board should meet

to discuss charging vendors for booths, breaking the large event into smaller events throughout the year, and policies that will need to be introduced to ensure that there are guidelines in place. Sandra Steele questioned if any residents were interested in the water talk presented by Greg Colter with Colorado Rural Water and if they inquired about the Town's water rate increase. Marty Rahl and Jocelyn Mower expressed that they spoke with dozens and dozens of patrons who were very interested in participating in the water talk but not many asked about the water rate increase. The Board asked Diana Martinez if she had any criticism of the event or how the Town can improve it in the future. Diana Martinez stated that she enjoyed the event very much and that she was able to attend the water talk with Greg Colter. She stated that she found it to be very informative and that she appreciated the opportunity to discuss the topic of water. The Board instructed Jocelyn Mower to leave the Town Square Fair on the agenda for next month so that the conversation can be continued.

Jocelyn Mower provided an update on the SIPA Payport program to the Board. Jocelyn Mower received notification that SIPA is almost ready to launch the online payment program to the Town and it should be ready soon. Marty Rahl notified the Board that SIPA will not be announcing results for the audio and visual grant until the week of September 5, 2022.

Jocelyn Mower advised the Board that the USDA Rural Development SEARCH Grant is in process.

Jocelyn Mower advised the Board that the updated Town of Rye Policy Manual is in process.

Reports

Accountant/CPA Update: None.

Attorney Update: None.

Trustee Updates: Patrick Ryan asked how residents can appeal a decision made by the Town of Rye Board of Trustees. The Board agreed that the resident can start by submitting a letter to the Board and that the letter would be reviewed by the Town attorney. Markus Buck addressed the light pollution in the Town of Rye at night and inquired about contacting San Isabel Electric to come up with a solution. Marty Rahl agreed with Markus Buck and will contact the San Isabel Electric representative that she has talked with in the past about creating a solution to this matter.

Staff Updates: The Board instructed Jocelyn Mower to have Gib Rokich take over the back-up training. The Board instructed Jocelyn Mower to remove the CMCA 2022 Conference from the agenda.

New Business

Jocelyn Mower notified the Board that Evie Petrikkou (CPA) would like the Board to start thinking about the projects that will be happening in 2023 so that they can be accounted for in the upcoming budget.

Jocelyn Mower presented the Board with Larry Sisk's resignation letter as Trustee for the Town of Rye dated July 13, 2022. Sheila Henderson motioned to instruct Jocelyn Mower to publicly announce the new vacant seat in the Greenhorn Valley Newspaper, the Town of Rye website, the Town of Rye Facebook page, the Post Office and the front window of Town Hall. Sandra Steele seconded the motion. The motion passed unanimously.

Jocelyn Mower presented a request from The Red Hats, a local group who has expressed interest in hosting a luncheon at Town Hall for their members in November 2022. The Red Hats asked if they would be able to serve wine at the luncheon at Town Hall and ensured it would be a private event and that the wine would not be sold. Sheila Henderson motioned to have Jocelyn Mower notify The Red Hats that they may rent Town Hall to host their luncheon in November 2022 but that no alcohol will be permitted on the premises. Kathy Dufty seconded the motion. The motion passed unanimously.

The Board reviewed the response email from the Town attorney regarding the topic of a Water & Sewer Tap Installation Policy. Jocelyn Mower stated for the record, due to her leaving the meeting early, that Kathy Dufty believes 1-3-year installation timeframe is a suitable timeframe. The Board discussed the option of giving 365 days from the date of Board approval to have a water or sewer tap installed. Sandra Steele expressed concerns for allowing more water & sewer taps to be issued due to water access and infrastructure needs. The Board explained that each request for a water or sewer tap is handled individually and is not guaranteed. Marty Rahl and Patrick Ryan expressed that the current sewer lines are not overwhelmed and have good flow. Jocelyn Mower suggested that a letter of interest be submitted to the Board with a building plan to ensure the tap will be used as it is presented to the Board. Markus Buck suggested that a licensed and insured contractor should be submitted to the town as part of the approval process. Markus Buck also suggested that the Town of Rye, in the case of emergency upon approval of a service tap, would have the right to refund the tap fee and refuse the service tap at any time before installation. The Board discussed the problems that could be involved in allowing 365 days to install a service tap. Markus Buck stated that he believes 365 days is too long and that 90 days is a fair timeline for installation. The Board discussed that upon approval of a service tap that payment would need to be received and a contract would need to be signed with 48 hours. The Board agreed that if the installation is not performed within the agreed timeline that a refund would be issued and formal reapproval would be needed from the Board before another service tap would be issued. The Board instructed Jocelyn Mower to start writing a policy that can be reviewed and edited at the next Regular Board Meeting. The Board agreed that this topic will need to continue to be discussed before it is finalized. The Board instructed Jocelyn Mower to research service tap fee's and add it to the next agenda.

Marty Rahl reviewed the quote that was sent by Element Engineering regarding TOC Filters that will need to be installed. Marty Rahl explained that she has been in contact with DOLA regarding applying for a grant to help with expenses for the project. Marty Rahl expressed that she will have Richard Hopp come and talk to the Board in person to help answer the Boards question regarding the project specifics.

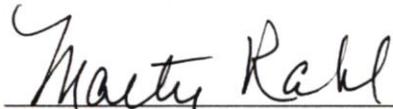
Jocelyn Mower presented a letter to the Board from account #102 that was received on August 2, 2022. The letter notified the Town that account #102 had notified account #87 of his decision to cap account #87 sewer line due to it being located on his property and being connected to his sewer connection. Account #102 explained in the letter that due to excessive costs that he has incurred with maintaining the line, building plans that would cover the sewer tap, and the home being abandoned that he will be capping the line for account #87 immediately. The Board agreed that this is a civil matter that does not need approval from the Board of Trustees. The Board instructed Jocelyn Mower to notifying account #87 that the sewer services will be terminated as of September 1, 2022, and that no further sewer right-to-

serve fees or sewer usage fees will be issued, and that if they would like sewer services to be continued, they would need to make a formal request to the Board in person for a sewer tap in the amount of \$5000.

Marty Rahl presented an easement map, from Dan Wachob, for the Lagoon Property owned by the Town of Rye.

Adjournment

At 9:00 p.m., Sheila Henderson made a motion that the Board close the meeting. Patrick Ryan seconded the motion. The motion passed unanimously.



Marty Rahl, Mayor



Jocelyn Mower, Town Clerk

**The Next Regular Session meeting will be held on
September 14, 2022, at 6:00 pm at the Town Hall at 2067 Main Street, Rye, CO 81069
Public is encouraged to attend**

Individuals with disabilities needing auxiliary aid(s) may request assistance by contacting the Rye Town Clerk at 719-489-2011. We would appreciate if you would contact us at last 48 hours in advance of scheduled events so arrangements can be made to locate the requested auxiliary aid(s).